

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040005-8

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP- 82

1. TITLE OF REPORT (If a fill-in report include Form No.)

FOREIGN LANGUAGE INVENTORY (OVERSEAS TRAINING)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

3

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)

EUR, NE

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$745.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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